

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1230

Page 1 of 1

DGS
550-1

Agency
Wicomico County Sheriff's Office

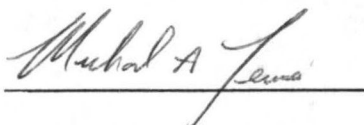
Division/Unit
K-9

Item No.	Description	Retention
1	Yearly K-9 Report	Retained for 10 years After retirement of K-9, then destroy
2	K-9 Enforcement Activities Report	Retained for 10 years After retirement of K-9, then destroy
3	Detector Dog Training Report	Retained for 10 years After retirement of K-9, then destroy
4	Training Tracking Report	Retained for 10 years After retirement of K-9, then destroy
5	Canine Training Report	Retained for 10 years After retirement of K-9, then destroy
6	K-9 Training Log	Retained for 10 years After retirement of K-9, then destroy
7	K-9 Veterinary Records	Retained for 10 years After retirement of K-9, then destroy

Schedule Approved by Department, Agency,
or Division Representative.

Date

Signature



Typed Name Michael A. Lewis

Title Sheriff

Schedule Authorized by State Archivist

Date

11-5

Signature



Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>7</u>	
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801		2. Division K-9		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Wicomico County Sheriff's Office Yearly K-9 Report			5. Earliest Year/Latest Year <u>2007</u> to <u>2012</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Yearly K-9 Report					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves <hr/> 10. Annual Accumulation <u>7</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement		
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done			18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy		
19. Name and Title of Preparer Deborah A. Brannan		20. Telephone Number 410-548-4891		21. Date 01/09/2013	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>7</u>
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	2. Division K-9	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title K-9 Enforcement Activities Report	5. Earliest Year/Latest Year _2007_ to _2012_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To capture all information dealing with the using of the K-9		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _650_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shelves <hr/> 10. Annual Accumulation _13_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shelves
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After _10_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done	18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy	
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891	21. Date 01/09/2013

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>7</u>
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	2. Division K-9	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Detector Dog Training Report	5. Earliest Year/Latest Year <u>2007</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To capture all information dealing with the Training of the K-9		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _shelves <hr/> 10. Annual Accumulation 168 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _shelves
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done	18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy	
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891	21. Date 01/09/2013

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>7</u></p>	
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801</p>		<p>2. Division K-9</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Training-Tracking Report K-9</p>				<p>5. Earliest Year/Latest Year _2007_ to _2012_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To capture all information dealing with the Tracking-Training of the K-9</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _24_</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shelves</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After _10_</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures</p>		<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done</p>		<p>18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy</p>			
<p>19. Name and Title of Preparer Deborah A. Brannan</p>		<p>20. Telephone Number 410-548-4891</p>		<p>21. Date 01/09/2013</p>	

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>7</u>
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	2. Division K-9	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Canine Training Report	5. Earliest Year/Latest Year <u>2007</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To capture all information dealing with and the observation of K-9's And how the K-9 handled the training		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves <hr/> 10. Annual Accumulation <u>168</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done	18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy	
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891	21. Date 01/09/2013

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>7</u>
1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	2. Division K-9	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title K-9 Training Log	5. Earliest Year/Latest Year <u>2007</u> to <u>2012</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To capture all information dealing with the Training of the K-9		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves <hr/> 10. Annual Accumulation <u>168</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement	
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done	18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy	
19. Name and Title of Preparer Deborah A. Brannan	20. Telephone Number 410-548-4891	21. Date 01/09/2013

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>7</u></p>	
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801</p>		<p>2. Division K-9</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title K-9 Veterinary Log</p>			<p>5. Earliest Year/Latest Year _2007_ to _2012_</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To maintain all medical information on the K-9</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _2_</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shelves</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After _10_</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after retirement</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Only those permitted to have access to K-9 Records are Permitted to be in these files. Written Freedom of Information request and Application of Wicomico County Sheriff's Office Policy and Procedures. And Wicomico County Policy and Procedures</p>		<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No These are filed by the K-9 and by the year that they have been done</p>		<p>18. Recommended Retention Retained for 10 years after retirement of K-9, then Destroy</p>			
<p>19. Name and Title of Preparer Deborah a. Brannan</p>		<p>20. Telephone Number 410-548-4891</p>		<p>21. Date 01/09/2013</p>	